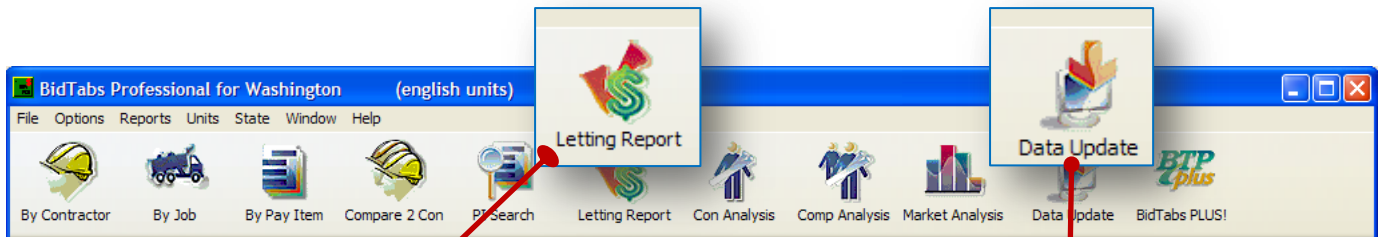# Updating Bid Cost Data

To make the most of the data analysis capabilities of Bid Tabs Pro (BTP) it is important to update your bid data frequently.

If you use BTP once a month or less, you need to update the data every time you open BTP.
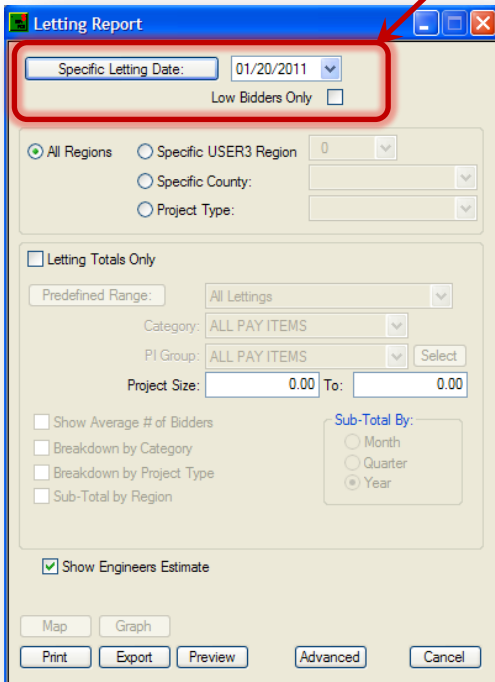
CHECK CURRENT BID COST DATA

To quickly check to see how up-to-date your bid data is,

CLICK

The Letting Report button.

The date displayed should be within a week or two of the current calendar date. If otherwise, run the Data update process.

UPDATE THE BID COST DATA
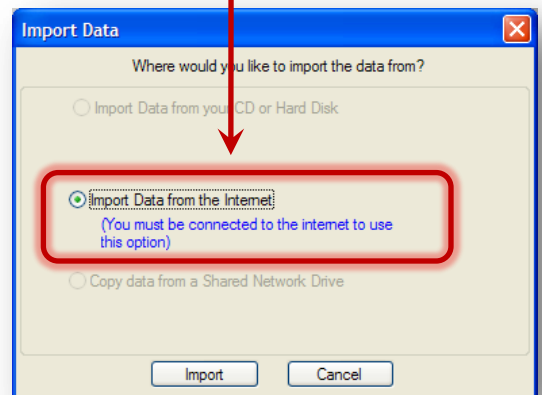
To update the Bid Cost data:

CLICK

The Data Update button.

When the Import Data dialog box is displayed, "Import Data from the Internet" should be highlighted,
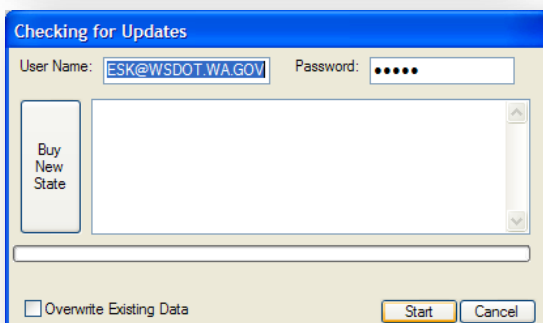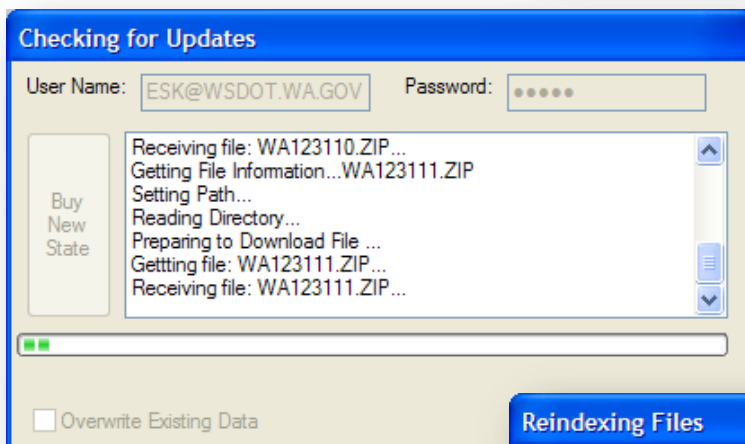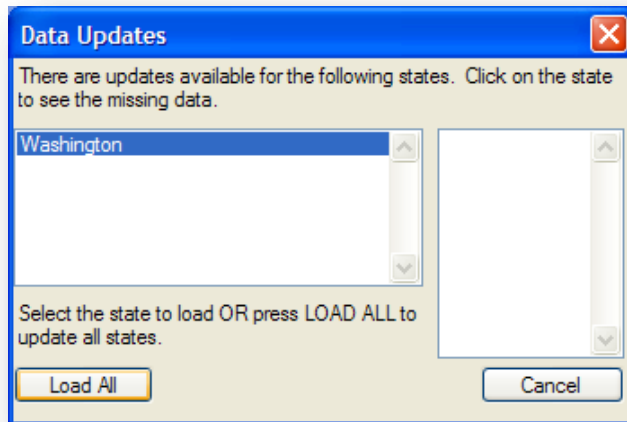
CLICK

The Import button

CLICK
Start

NEXT
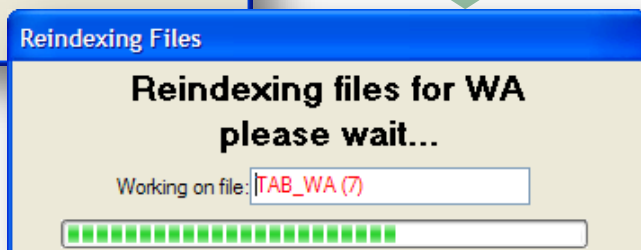
When the Data Updates dialog box is displayed,
SELECT
Washington
CLICK
Load All

Data Updates

There are updates available for the following states. Click on the state to see the missing data.

Washington

Select the state to load OR press LOAD ALL to update all states.

Load All | Cancel

Checking for Updates

User Name: ESK@WSDOT.WA.GOV   Password: •••••

Buy New State

Receiving file: WA123110.ZIP...
Getting File Information...WA123111.ZIP
Setting Path...
Reading Directory...
Preparing to Download File ...
Gettting file: WA123111.ZIP...
Receiving file: WA123111.ZIP...

☐ Overwrite Existing Data

These boxes will pop-up
While the application is
retrieving new Bid Cost Data.

Reindexing Files

Reindexing files for WA
please wait...

Working on file: TAB_WA (7)

Once the "re-Indexing Files" box has disappeared, the update has completed, and BTP is ready for use with the most current data available,